

METEOROLOGICAL RECORDS PACKAGING INSTRUCTIONS

1. OBSERVATION FORMS.

- a. Arrange forms in chronological order with the earliest date on top.
- b. Remove any staples or paper clips.
- c. Do not crease or roll forms into tight rolls.

2. BAROGRAMS and ROLL RECORDER CHARTS are no longer required to be sent in with monthly records, but shall be retained on station for one year (ref CNMOC ltr 3140 Ser 3/091 of 18 Apr 96).

3. UPPER AIR PAPER PRINTOUTS.

- a. Insure each sounding is complete, including:
 - (1) The header page with Name, Call Sign (Shore)/ICAO (Ship), Date/Time, Latitude/Longitude and Elevation.
 - (2) The high resolution five second data.
 - (3) The "list" portion of the data; i.e., the significant winds and mandatory levels.
 - (4) The "temp" portion of the data; i.e., the coded message.
- b. Insure each sounding is folded properly with the header page facing up. **DO NOT SEPARATE THE CONTINUOUS FEED PRINTER PAPER INTO INDIVIDUAL SHEETS!!!**
- c. Arrange observations in chronological order with the earliest date on top.
- d. Secure the observations using the best available means (i.e., string, rubber bands, paper clips; no staples, please).

4. DATA DISKETTES.

- a. Insure each disk is labeled with:
 - (1) Data Type; i.e., MRS UPPER AIR DATA, SURFACE DATA, followed by disk # of # (1ST Line).

Enclosure (1)

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(2) Station Name, Ship or Ship and the accompanying Mobile Environmental Team (MET) (2nd Line).

(3) Month and Year of data submitted (3rd Line).

b. Insure the disks are write-protected.

c. All 3 ½" disks should be placed in a floppy disk mailer or properly secured between two pieces of cardboard.

5. Package all records together using the best available means to help insure the arrival of the information to FLENUMMETOC DET in the best possible condition.

6. Complete the Meteorological Transmittal, print the transmittal, sign it, and enclose it with the records being submitted.

7. **DATA MUST BE MAILED BY THE 5TH WORKING DAY OF THE FOLLOWING MONTH.**

8. For ships: Please mail immediately after data becomes unclassified.